



GITARATTAN JINDAL PUBLIC SCHOOL

(RECOGNIZED AND AFFILIATED)

ADMISSION MANUAL

SESSION 2023-2024
PRE SCHOOL, PRE-PRIMARY & I



CENTRALLY AIR CONDITIONED BUILDING COMING UP



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D BLOCK, SECTOR 7, ROHINI DELHI -110085



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WWW.GITARATTAN.COM/



REGISTRATION AND ADMISSION SCHEDULE

SR.NO.	PARTICULARS	TIME SCHEDULE
1.	Uploading the criteria and their points in the module of the Department at the link mentioned at points No.7	28.11.2022 (Monday)
2.	Commencement of admission process and availability of forms	01.12.2022 (Thursday)
3.	Last date of submission of application forms in schools	23.12.2022 (Friday)
4.	Uploading details of children who applied to the school for admission under Open Seats	06.01.2023 (Friday)
5.	Uploading marks (as per points system) given to each of the children who applied for admission under open seats	13.01.2023 (Friday)
6.	The date for displaying 'the first list of selected children (including Waiting List) (along with marks allotted under points system)	20.01.2023 (Friday)
7.	Resolution of queries of parents, if any (by written/email/verbal interaction) regarding allotment of points to their wards for the first list.	1st -30th Jan 2023
8.	The date for displaying the second list of selected children (if any) (including Waiting list) (along with marks allotted under points system)	06.02.2023 (Monday)
9.	Resolution of queries of parents, if any (by written/email/verbal interaction) regarding allotment of points to their wards in the second list.	08th -14th Feb 2023
10.	Subsequent list of admission, if any	01.03.2023 (Wednesday)
11.	Closure of Admission Process	17.03.2023 (Friday)

ADMISSION CRITERIA

SR.NO.	PARTICULARS	POINT
1.	Distance of Residence in Km 0 – 1/ 1 - 3/ 3 – 6 & above 6	60/50/40/30
2.	Sibling	20
3.	Single Parent	10
4.	Alumni	10
Total		100

1. GENERAL INSTRUCTIONS

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1.The Registration Form is available free of cost at the school reception from 08.30 a.m. to 12.30 p.m. & on the school website round the clock from 1st December 2022 onwards. The same can be downloaded on the school website (www.gitarattan.com) and an amount of Rs. 25/- can be paid at the time of Registration.

- a.First list of students selected for admission and waiting list will be displayed on the school website(www.gitarattan.com) & on school notice board outside the gate on 04-02-2023.
- b.The Registration Form to be submitted at the school reception but not entitle the candidate for admission .
- c.An optional transport facility is made available to the students subject to the availability of seats from any particular area. In case, the school transport is not available, the parents will have to make their own arrangements. Routes charted by the school will not be changed.

THE AGE OF THE CHILD SHOULD BE AS PER THE TABLE GIVEN BELOW

Pre-School (Nursery)	Age 3+ as on 31st March 2023
Pre-Primary (KG)	Age 4+ as on 31st March 2023
Class I	Age 5+ as on 31st March 2023

2. DOCUMENTS REQUIRED AT THE TIME OF REGISTRATION:-

- a.Duly attested photocopies of all the documents , however original documents will be required for verification at the time of admission.

3. DOCUMENTS REQUIRE AT THE TIME OF ADMISSION:-

Residential Proof:-

- Aadhar Card of the parents and child.
- MCD Birth Certificate of the child.
- In case of sibling ,mention Admission no ,Name of sibling, and Class.
- Parent need to fill the Admission Form along with Transport & Medical Form, which is available at the school reception.
- Two copies of passport size photograph of the child and one photograph each of parents (father, mother & guardian) to be enclosed in a duly labeled small envelope.

4. SCHOOL TIMINGS:

CLASS	TIME	DAYS
PRE-SCHOOL & PRE PRIMARY	8:00 AM TO 12:00 NOON	MON TO FRI
CLASS I-XII	8:00 AM TO 2:00 pm	MON TO FRI

5. ADMISSION FOR CLASS II AND ONWARDS:-

As per availability of seats.

a. DOCUMENTS REQUIRED AT THE TIME OF ADMISSION:-

- Previous class report card.
- School leaving certificate duly verify by concerned Education Officer.

6. Fee Structure for the session 2023-2024 will be uploaded shortly.